Greenshades Mag.NET Package User Manual

Steps From within your accounting package
Microsoft Great Plains or Thinkware Darwin

Mag.NET Package User Manual

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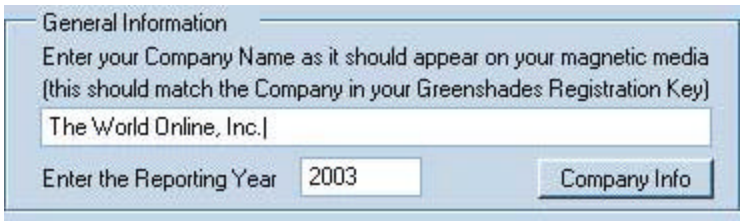
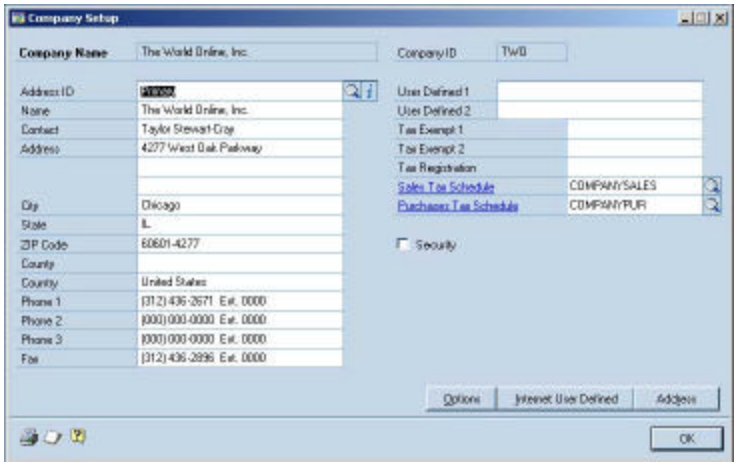
Section 1 General Information

Step 1. General Information.
Please enter your company name in the text area provided. This name should match the name accompanied with the Greenshades Mag.NET registration code. NOTE: Changing this name will NOT affect your Dynamics Installation, or other 3rd party products.


General Information
Enter your Company Name as it should appear on your magnetic media
(this should match the Company in your Greenshades Registration Key)
The World Online, Inc.
Enter the Reporting Year
2003
Company Info

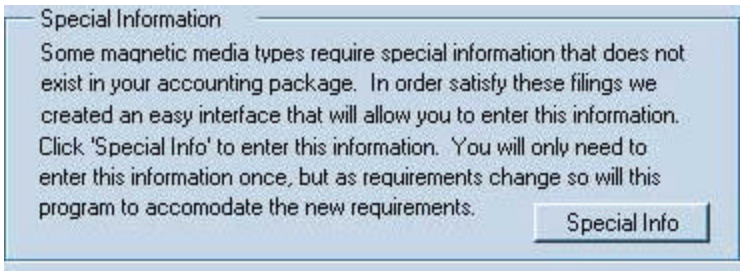
Step 2. Company Info
Please make sure that your company information is filled out correctly on this screen. Also make sure that your EIN is entered into the box labeled 'Tax Registration'.



Section 2 Special Information

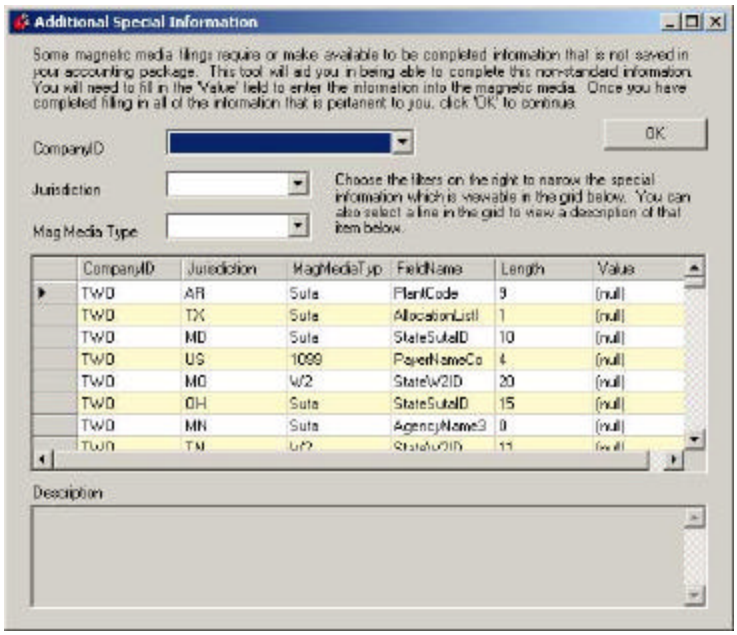
Step 1. Accessing Special Information

Some magnetic media types require special information that does not exist in your accounting package. If you have any special information that needs to be on your magnetic media filings, please click the Special Info button.


Special Information
Some magnetic media types require special information that does not exist in your accounting package. In order satisfy these filings we created an easy interface that will allow you to enter this information. Click 'Special Info' to enter this information. You will only need to enter this information once, but as requirements change so will this program to accomodate the new requirements.
Special Info

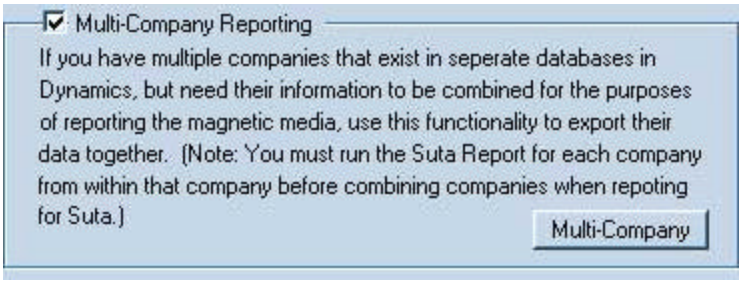
Step 2. Completing Special Information

Select the Company ID, Jurisdiction, and Mag Media Type to filter out special information that you know is not required for your filings based on your jurisdiction and magnetic media type. If your filings do require special information, please enter them into the 'Value' field. If you are unsure what a specific piece of special info is, it probably does not apply to you and you should simply leave the value blank. If the information is required by one of the magnetic media files you attempt to create, you will be informed when Mag.NET attempts to create that file.


Additional Special Information
Some magnetic media filings require or make available to be completed information that is not saved in your accounting package. This tool will aid you in being able to complete this non-standard information. You will need to fill in the 'Value' field to enter the information into the magnetic media. Once you have completed filling in all of the information that is pertanent to you, click 'OK' to continue.
OK
CompanyID
Jurisdiction
Mag Media Type
Choose the filters on the right to narrow the special information which is viewable in the grid below. You can also select a line in the grid to view a description of that item below.
CompanyID Jurisdiction MagMediaTyp FieldName Length Value
TWO AR Suta PlantCode 9 (null)
TWO TX Suta AllocationListI 1 (null)
TWO MD Suta StateSutaID 10 (null)
TWO US 1099 PayerNameCo 4 (null)
TWO MO W2 StateW2ID 20 (null)
TWO OH Suta StateSutaID 15 (null)
TWO MN Suta AgencyName3 9 (null)
Description

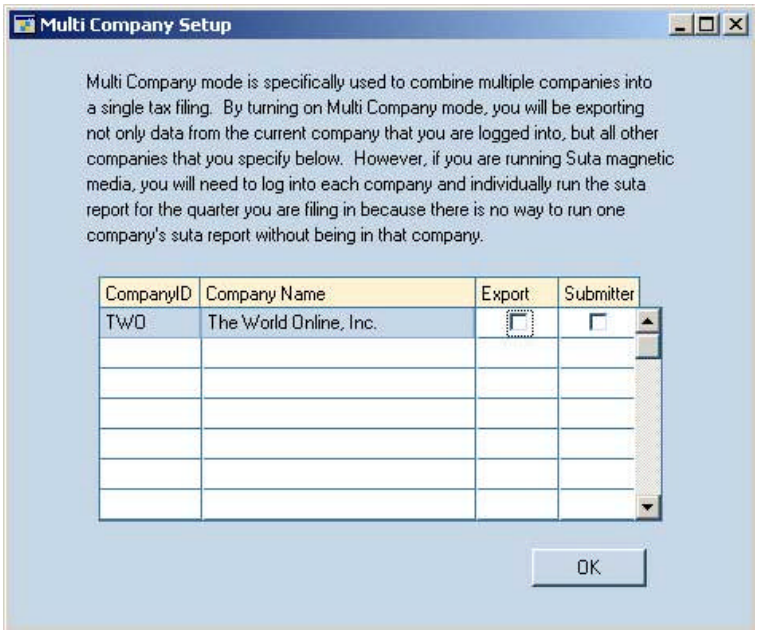
Section 3 Multi-Company

Step 1 Accessing Multi-Company Options
This feature is for when you have multiple companies in Great Plains but must file them under the same EIN. Check the box next to Multi-Company Reporting.


Multi-Company Reporting
If you have multiple companies that exist in seperate databases in Dynamics, but need their information to be combined for the purposes of reporting the magnetic media, use this functionality to export their data together. (Note: You must run the Suta Report for each company from within that company before combining companies when repoting for Suta.)
Multi-Company

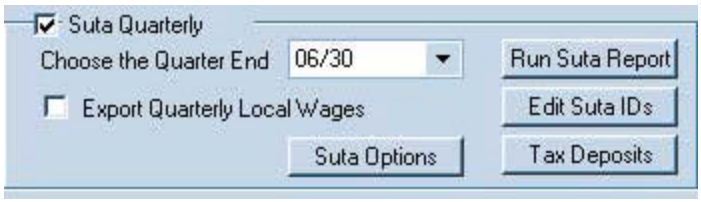
NOTE: You must run the Suta Report for each company from within that company before combining companies when reporting for Suta.

Step 2. Completing Multi-Company Options
Check the export box for companies you would like to combine for a single tax filing. Check the Submitter box next to the company that you wish to use as the submitter.

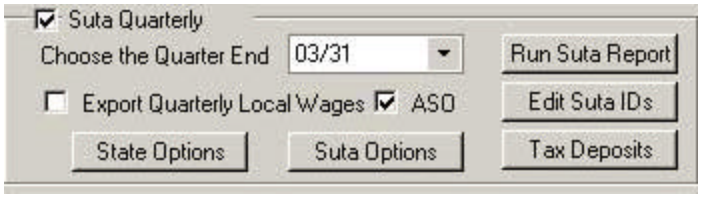

Multi Company Setup
Multi Company mode is specifically used to combine multiple companies into a single tax filing. By turning on Multi Company mode, you will be exporting not only data from the current company that you are logged into, but all other companies that you specify below. However, if you are running Suta magnetic media, you will need to log into each company and individually run the suta report for the quarter you are filing in because there is no way to run one company's suta report without being in that company.
CompanyID
Company Name
Export
Submitter
TWO
The World Online, Inc.
OK

Section 4: Suta

Step 1. Suta
To generate Suta magnetic media files, please check the box next to 'Suta Quarterly'. Select the appropriate quarter end date.

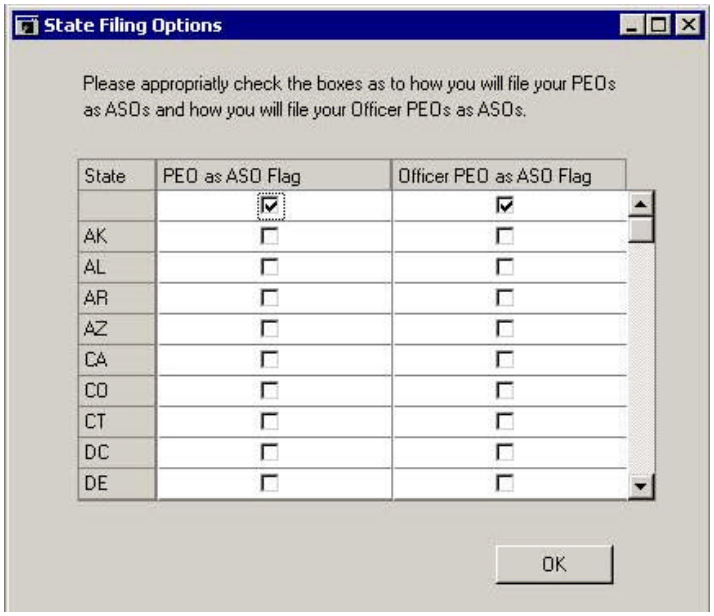


Step 2. W2 – Export Quarterly Local Wages
If you run quarterly local wages instead of annual local wages then you will need to have the 'Export Quarterly Local Wages'. In order for your quarterly local wages to be correct you will need to fill out all your local w-2 information under the 'W-2 Year End' section.



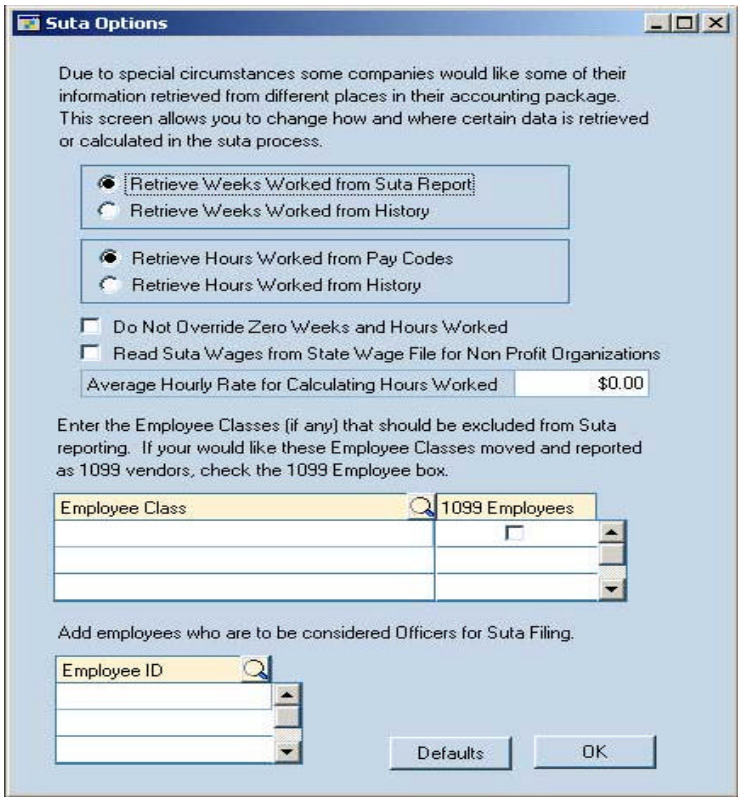
Step 3. W2 – ASO Darwin Only
If you are a Darwin client needing to generate ASO Magnetic Media, please check this box. Otherwise to generate PEO, leave this box blank.

Step 4. State Options -- Darwin Only
Many states require that PEO corporations file SUTA as if they were ASOs. Additionally, many states require that any officers within PEO corporations be filed as if they were in an ASO, but not the other employees. If you are aware of these requirements for any of your clients, please fill out this table accordingly.



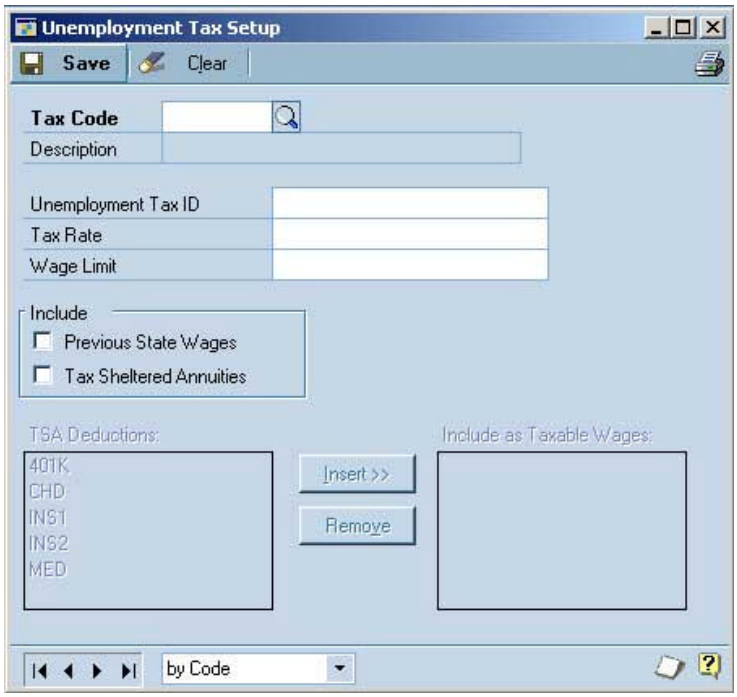
Step 5. Suta Options

On this screen you will be able to change the location of where certain information is pulled from. If you are unsure of these options, please leave them as their default values. If you have certain Employee Classes that should be excluded from Suta Reporting, please enter them into the Employee Class box, and check the 1099 Employee box. If you use Darwin and have any employees that should be considered officers for Suta Filing, please enter their Employee IDs in the bottom table. Nonprofits who have not set up their employees as subject to SUTA and thus (incorrectly) have SUTA reports with zero taxable wages should check the 'Read Suta Wages from State Wage File for Non Profit Organizations' box.

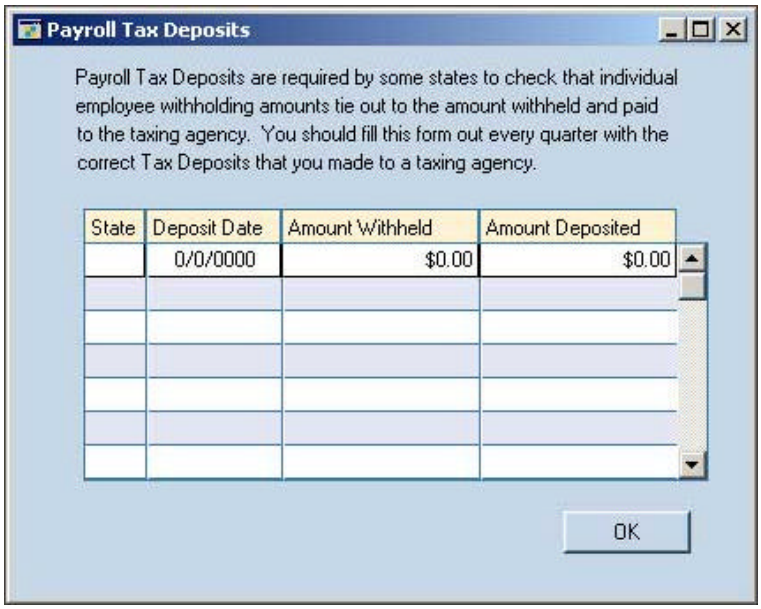

Suta Options
Due to special circumstances some companies would like some of their information retrieved from different places in their accounting package. This screen allows you to change how and where certain data is retrieved or calculated in the suta process.
Retrieve Weeks Worked from Suta Report
Retrieve Weeks Worked from History
Retrieve Hours Worked from Pay Codes
Retrieve Hours Worked from History
Do Not Override Zero Weeks and Hours Worked
Read Suta Wages from State Wage File for Non Profit Organizations
Average Hourly Rate for Calculating Hours Worked
$0.00
Enter the Employee Classes (if any) that should be excluded from Suta reporting. If your would like these Employee Classes moved and reported as 1099 vendors, check the 1099 Employee box.
Employee Class
1099 Employees
Add employees who are to be considered Officers for Suta Filing.
Employee ID
Defaults
OK

Step 6. Edit Suta IDs

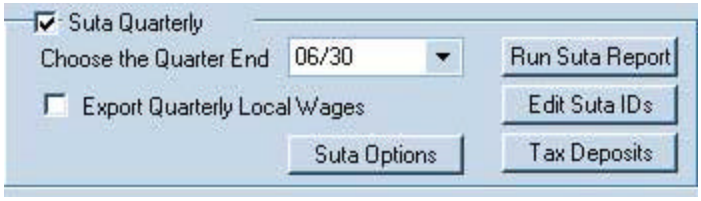
This is a standard Dynamics Screen that maps states to miscellaneous SUTA information, including state SUTA IDs. Please use this screen to verify that all states for which you are filing have their SUTA Tax ID filled out.



Step 7. Tax Deposits
Some states are required to check that individual employee withholding amounts tie out to the amount withheld and paid to the taxing agency. This information should be filled out each quarter with the correct tax deposits that you made to a taxing agency.


Payroll Tax Deposits
Payroll Tax Deposits are required by some states to check that individual employee withholding amounts tie out to the amount withheld and paid to the taxing agency. You should fill this form out every quarter with the correct Tax Deposits that you made to a taxing agency.
State
Deposit Date
Amount Withheld
Amount Deposited
0/0/0000
$0.00
$0.00
OK

Step 8. Run Suta Reports
By pressing this button, a standard Great Plains Suta Report will be generated. This report MUST NOT be modified. If you use a modified Suta report, please make sure to change this report back to the standard Great Plains SUTA report before running the SUTA report. Clients must run the Great Plains Suta report in order for Greenshades to accurately report SUTA wages. It is recommended that clients record the totals listed on the Great Plains SUTA Report and compare them to the totals that will be reported by Mag.NET after the magnetic media file is created to affirm that they match.

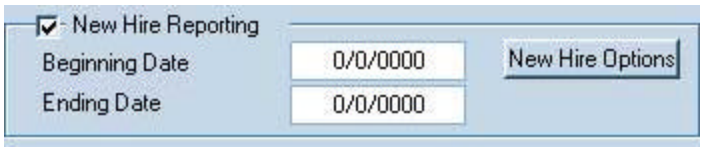


Step 9. Export to Mag.NET
If you are planning on running any other Tax Types, please follow the directions for that Tax Type (i.e. New Hire, W2, or 1099's). Otherwise, press 'Export to Mag.NET' to launch the Mag.NET Wizard

Section 5: New Hire

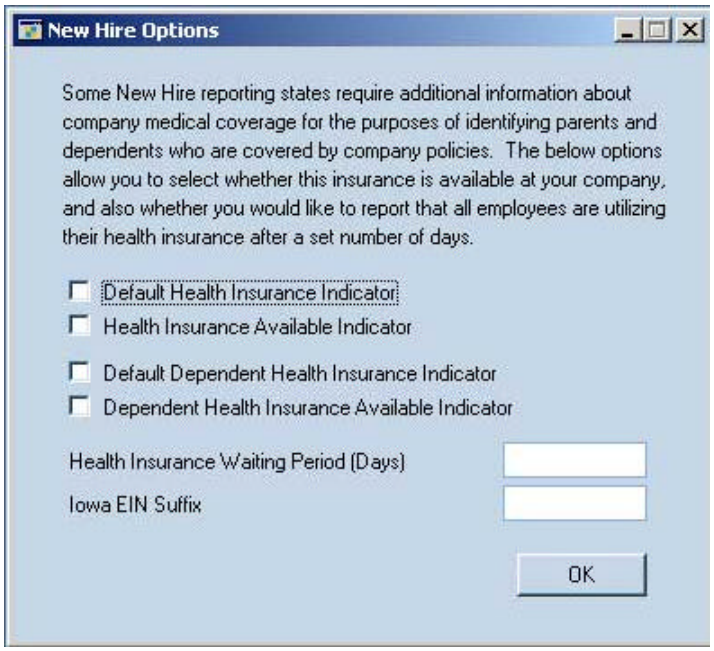
Step 1 New Hire

To Generate New Hire, please check the box next to New Hire Reporting. Enter in the Beginning Date and Ending Date for which you would like New Hire magnetic media generated.



Step 2. New Hire Options

Some states require additional information about company medical coverage of identifying parents and dependents that are covered by company policies. You can select these options on this screen. You can also specify the Waiting Period in days that the employee has to wait before they are eligible for Health Insurance. If you need to enter in the EIN Suffix for Iowa New Hire filing, please do so here.


New Hire Options
Some New Hire reporting states require additional information about company medical coverage for the purposes of identifying parents and dependents who are covered by company policies. The below options allow you to select whether this insurance is available at your company, and also whether you would like to report that all employees are utilizing their health insurance after a set number of days.
Default Health Insurance Indicator
Health Insurance Available Indicator
Default Dependent Health Insurance Indicator
Dependent Health Insurance Available Indicator
Health Insurance Waiting Period (Days)
Iowa EIN Suffix
OK

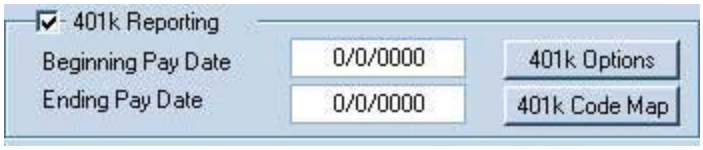
Step 3. Export to Mag.NET

If you are planning on running any other Tax Types, please follow the directions for that Tax Type (i.e. Suta, W2, or 1099's). Otherwise, press 'Export to Mag.NET' to launch the Mag.NET Wizard.

Section 6 401k

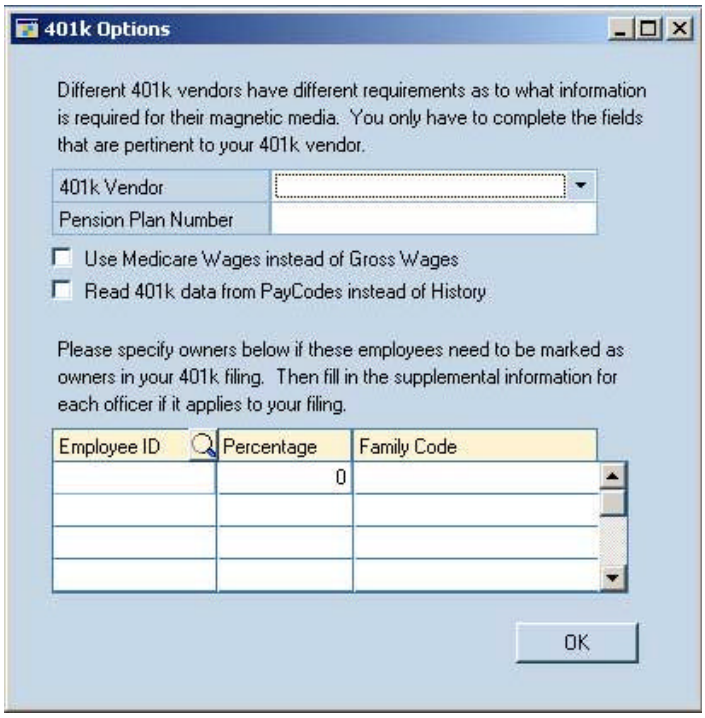
Step 1. 401k

To generate 401k magnetic media, check the box next to 401k Reporting. Enter the beginning pay date and the ending pay date for which would like to generate a 401k report.



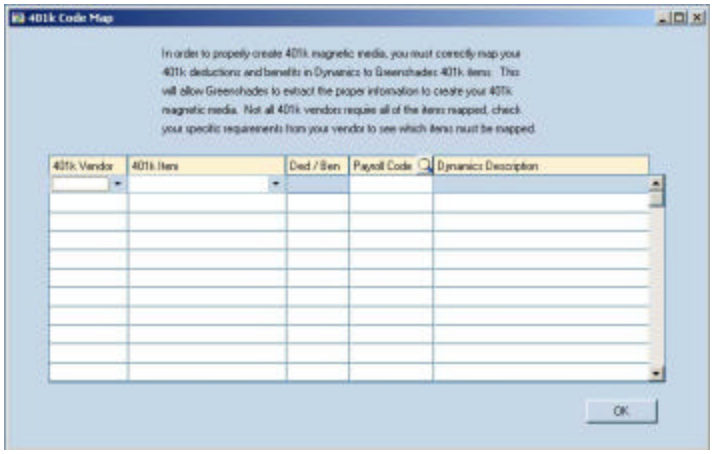
Step 2. 401k Options

Select the correct 401k Vendor from the Drop down list. Next enter the Pension Plan Number. If you need to read 401k wages from PayCode records instead of History, please check this box (if you are unsure what source to use for 401k information, it is recommended that you use the History tables by leaving the box unchecked). If your 401k plan requires that corporate owners be distinguished, please add owners to the table along with what percentage they own.


401k Options
Different 401k vendors have different requirements as to what information is required for their magnetic media. You only have to complete the fields that are pertinent to your 401k vendor.
401k Vendor
Pension Plan Number
Use Medicare Wages instead of Gross Wages
Read 401k data from PayCodes instead of History
Please specify owners below if these employees need to be marked as owners in your 401k filing. Then fill in the supplemental information for each officer if it applies to your filing.
Employee ID
Percentage
Family Code
0
OK

Step 3. 401k Code Map

Use this screen to correctly map the paycodes you have set up within GreatPlains for various 401k deductions and benefits to Greenshades 401k codes.



Step 4. Export to Mag.NET

If you are planning on running any other Tax Types, please follow the directions for that Tax Type (i.e. Suta, W2, or 1099's). Otherwise, press 'Export to Mag.NET' to launch the Mag.NET Wizard.

Section 7 EVS

Step 1. EVS

The Social Security Administration has an Electronic Verification Service that ensures that all employees have correctly reported their SSNs, genders, and DOBs to the employer. Using this service ensures not only that employers have accurate records of all employees, but also that the SSA will not reject any W2 tax forms due to incorrect employee information. To take advantage of the EVS system, an employer must register with the SSA, at which point they will be issued a 'Requester ID Code'. This code must be filled into the EVS section of the Greenshades form. Once filled in, Greenshades is able to produce magnetic media ready for submission to the SSA (called a request file). Upon receipt of an employer's diskette, the SSA will locate any inconsistencies between the employer's records and the national registrar and send a magnetic media file back to the employer containing the problems (called a response file). The employer can load and read the response file by using Greenshades' EVS webpage, located at http://www.greenshades.com/FedEvs.

Step 2. Export to Mag.NET

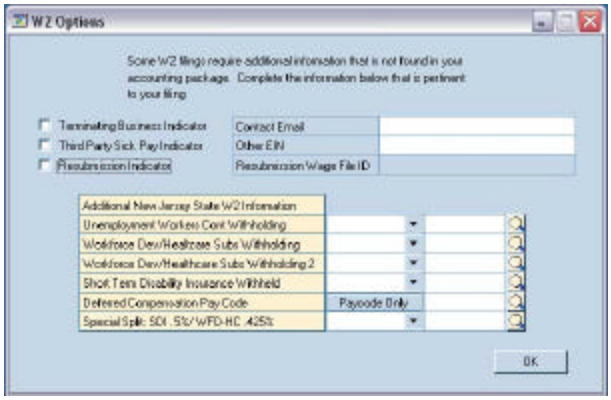
If you are planning on running any other Tax Types, please follow the directions for that Tax Type (i.e. Suta, W2, or 1099's). Otherwise, press 'Export to Mag.NET' to launch the Mag.NET Wizard.

Section 8 W2

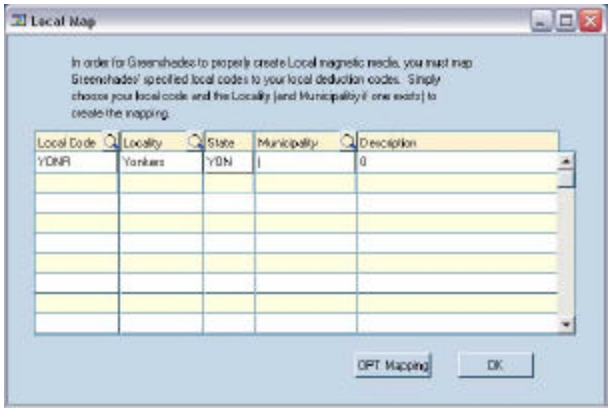
Step 1. Access the Control Panel
Access the Greenshades Control Panel by going to Routines -> Greenshades Mag.NET.

Step 2. W2 Year End
Check the Box next to "W2 Year End"

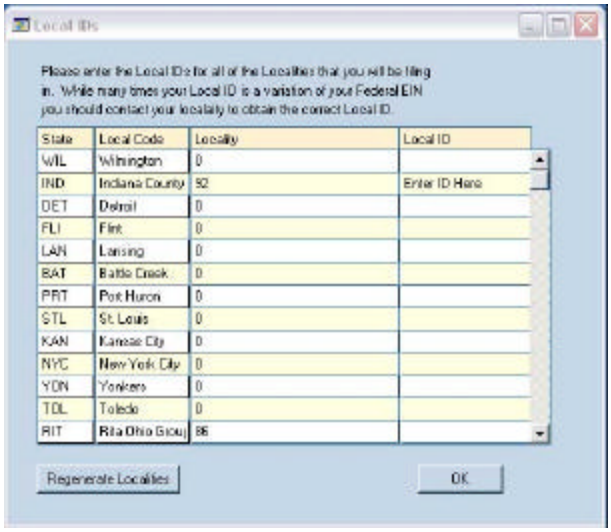
Step 3. SSA Pin
Enter in your SSA Pin in the white box on the screen.


W2 Options
Some W2 filings require additional information that is not found in your accounting package. Complete the information below that is pertinent to your filing.
Terminating Business Indicator
Third Party Sick Pay Indicator
Resubmission Indicator
Contact Email
Other EIN
Resubmission Wage File ID
Additional New Jersey State W2 Information
Unemployment Workers Cont Withholding
Workforce Dev/Healthcare Subs Withholding
Workforce Dev/Healthcare Subs Withholding 2
Short Term Disability Insurance Withheld
Deferred Compensation Pay Code
Paycode Only
Special Split: SDI .5%/ WFD-HC .425%
OK

Step 4. W2 Options
Press the "W2 Options" button. This will bring up the options screen. Fill out any information that you will need for your State, Federal or Local W2's. After you have finished, click "Ok" to close this window.



Step 5. Local Code Map
For Greenshades to properly create Local W2's, you will need to map Local Codes to the Local Deduction Codes. To do this, click on the button "Local Code Map". On this screen you can create your Local Code Map, or Create your OPT Map for Occupational Privilege Tax.



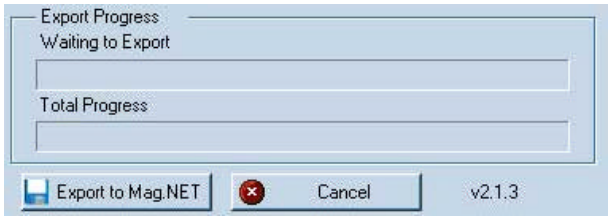
Step 6. Local W2 IDs
If you are creating Local W2's you will need to press the button "Local W2 IDs". On this screen you will be able to enter in all your Local W2 IDs.

Step 7. State W2 IDs

If you are running State W2s, pleas click the box "State W2 IDs". This will bring up the Payroll Tax Identification Setup Screen. On this screen you will need to make sure your State ID has been entered in correctly.

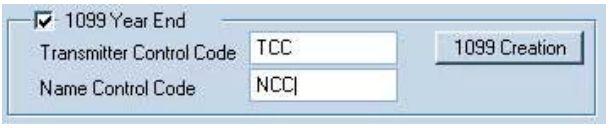
Step 8. Export to Mag.NET

To export data to Mag.NET for completion of your W2 processing, please press the button "Export to Mag.NET." This will export your data to the Mag.NET Wizard. Now refer to the Manual for the Mag.NET Wizard to finish the filing process.



Section 9 1099

Step 1. Access the Control Panel
Access the Greenshades Control Panel by going to Routines -> Greenshades Mag.NET.



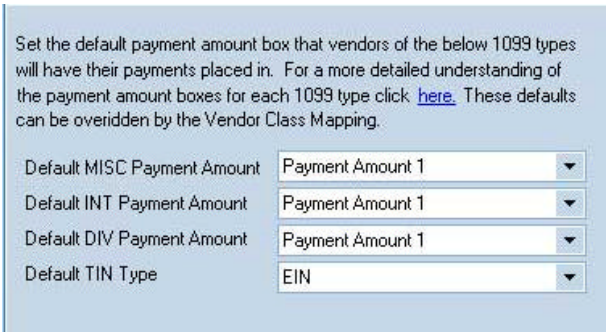
Step 2. 1099 Year End
Check the box next to "1099 Year End".

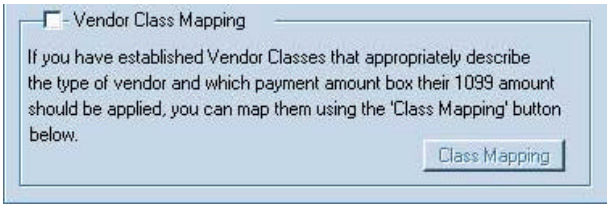
Step 3. TCC & NCC
Enter in your companies Transmitter Control Code and Name Control Code.

Step 4. 1099 Creation
Press the "1099 Creation" button.

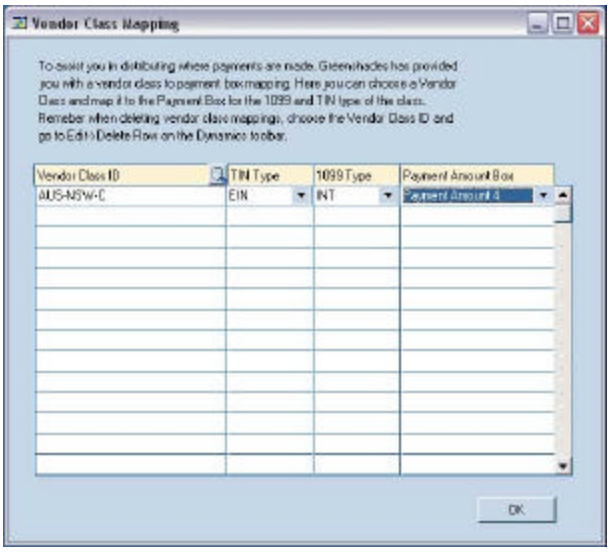
Step 5. Default Amount Box
To setup your default box for 1099 vendors you will have there amount boxes to fill in.

Note: These settings can be overwritten by using the Vendor Class Mapping Screen.


Set the default payment amount box that vendors of the below 1099 types will have their payments placed in. For a more detailed understanding of the payment amount boxes for each 1099 type click here. These defaults can be overidden by the Vendor Class Mapping.
Default MISC Payment Amount
Payment Amount 1
Default INT Payment Amount
Payment Amount 1
Default DIV Payment Amount
Payment Amount 1
Default TIN Type
EIN

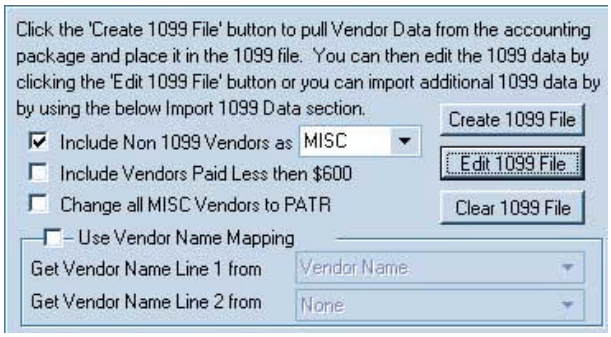

Vendor Class Mapping
If you have established Vendor Classes that appropriately describe the type of vendor and which payment amount box their 1099 amount should be applied, you can map them using the 'Class Mapping' button below.
Class Mapping

Step 6. Vendor Class Mapping
If you have established Vendor Classes that appropriately describe the type of vendor and payment amount box their 1099 amount should be applied to, you can map them by pressing the "Class Mapping" button.

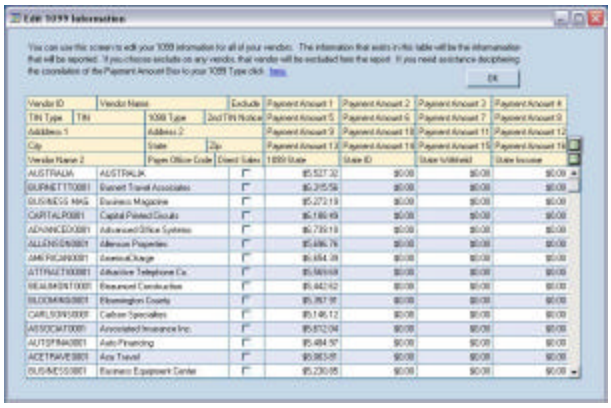


On the Class Mapping Screen you can specify which payment box you want each vendor class to go to.

Step 7. Create / Edit 1099
To Have Greenshades pull in all your 1099s located in Great Plains or Darwin, press the "Create 1099 File" button. You can specify options for this by checking the box next to that option. For instance, checking the box next to "Include Vendors Paid Less then $600" will include all your normal vendors plus the ones that were paid less then $600.

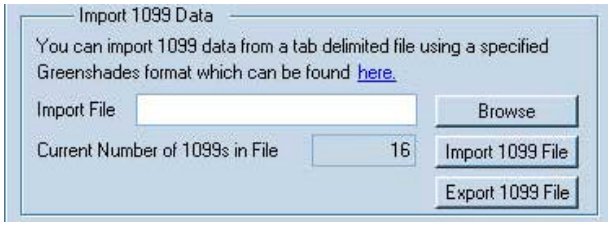

Click the 'Create 1099 File' button to pull Vendor Data from the accounting package and place it in the 1099 file. You can then edit the 1099 data by clicking the 'Edit 1099 File' button or you can import additional 1099 data by by using the below Import 1099 Data section.
Include Non 1099 Vendors as
MISC
Include Vendors Paid Less then $600
Change all MISC Vendors to PATR
Use Vendor Name Mapping
Get Vendor Name Line 1 from
Vendor Name
Get Vendor Name Line 2 from
None
Create 1099 File
Edit 1099 File
Clear 1099 File

To edit 1099s inside Greenshades after creating the 1099 file, press the "Edit 1099 File" button. This will bring up the 1099 Editor. From this screen you will be able to edit all fields of the vendors you pulled into Greenshades.

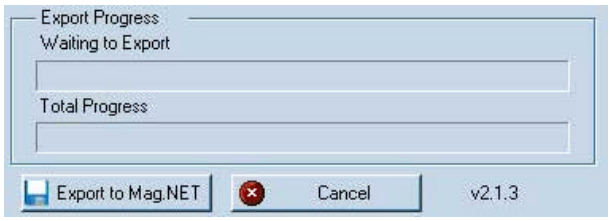


Note: By pressing the "Clear 1099 File" button, this will clear all 1099s out of Greenshades and you will need to run the Create 1099s process again.

Step 8. Import 1099 Data
For information on the "Import 1099 Data" Section please refer to the manual for Importing 1099s.


Import 1099 Data
You can import 1099 data from a tab delimited file using a specified Greenshades format which can be found here.
Import File
Browse
Current Number of 1099s in File
16
Import 1099 File
Export 1099 File

Step 9. Close
After you have finished creating and editing your 1099s, close this screen by pressing the "X" in the upper right corner.



Step 10. Export to Mag.NET
To export your 1099 data to the Mag.NET wizard and complete your 1099 filing, press the "Export to Mag.NET" button.

You will need to follow the directions found in the Manual for the Mag.NET wizard from this point.